How to Upload and View Your Documents in ACT

Click the Upload (paper with up arrow) button to submit an image of a document.

Click the View (magnifying glass) button to view your document.

RCL Medical Certificate	Book Appointment	Appointment Date	Upload	View
			Î	
Seaman's Book	Book Appointment	Appointment Date		Q
		Appt. Date	Î	

ACT Document Status

Refer to the color-coded status guide to track the status of your requirements.

Required Documents Pending Please upload the required documents for your next assignment		
	Upload	View
Police Clearance O Document Rejected	ī	Q
RCL Medical Certificate	t	Q
Passport Pending Document Approval	t	Q
Travel Itinerary O Document Not Submitted	Ē	Q

- Yellow Document Not Submitted (a required document has not yet been uploaded)
- Yellow Appointment Required (an appointment needs to be scheduled for you to obtain the document)
- Orange Pending Document Approval (your document will be validated by your Onboarding Associate)
- Red Document Rejected (your uploaded document is invalid and has been rejected by your Onboarding Associate)
- Green Completed (your document has been verified as valid for your assignment)

Important Reminders:

For any rejected documents, you will receive an email stating the reason for the rejection.

An uploaded document will be validated within three (3) business days. Please monitor your document status regularly.

For COVID-19 vaccine records, you will receive an email regarding the status of your vaccine. To go back to the Assignment Confirmation Tool, go to the RCLCrewTravel homepage > click

on My Travel Details > Assignment Confirmation.